

CITY OF FRISCO PARKS AND RECREATION DEPARTMENT
AGREEMENT FOR NON-PROFIT USE OF COMMUNITY CENTER
6891 Oak Street, Cr. 4th and Oak Streets, Frisco, Texas 75034

Reservation Date: _____ From: _____ To: _____ **Closes 9:00p.m. Mon-Thu**
Closes 10:00p.m. Fri-Sun

Name: (Must be 18 years of age) First _____ Initial _____ Last _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____ (C) _____

Organization/Group: _____ Activity: _____

Number of Guests: _____ (No more than 60 people)

\$75.00 DEPOSIT FEE MUST BE PAID TO CONFIRM RENTAL DATE.

All deposits will be banked, and a refund check will be mailed after the date that the key is returned.
RENTAL FEE IS DUE UPON COLLECTION OF THE KEY.

DEPOSIT \$75-00	CHECK / CASH	RECEIPT NUMBER	DATE PAID		
RESIDENTS			NON RESIDENTS		
HOURS	RENT / HR.	SUB TOTAL	HOURS	RENT / HR.	SUB TOTAL
1 ST HOUR	\$20-00	\$20.00	1 ST HOUR	\$40.00	\$40.00
HOURS	\$10-00		HOURS	\$20.00	
TOTAL		\$	TOTAL		\$
CASH / CHECK	RECEIPT NUMBER		DATE PAID		
KEY NUMBER	DATE OUT	DATE RETURNED	DATE DEPOSIT REFUNDED: CHK REQ: _____		

TERMS AND CONDITIONS OF RENTAL AND USAGE

1. The key to the facility can be picked up from Monday – Friday from 8:00a.m. – 5:p.m., within 48 hours prior to the rental date.
2. Should any staff be called out over the weekend or after hours, due to the lessee not having collected the key in a timely manner, the deposit of \$75.00 shall be forfeited. The deposit shall also be forfeited as per number 5 under Terms of Rental and Usage.
3. Should any damage be caused to the facility, the deposit of \$75.00 shall be applied to the total cost of the damage, and the person renting the facility shall be held responsible for the balance of the damage.
4. The deposit will be refunded if the key is returned within the following city workday by 5:00 p.m., and if the facility is clean after your usage, based on our inspection.
5. Cancellation within one week of your rental date will result in the forfeiture of your \$75.00 deposit. You are responsible for cleaning of the facility, both inside and out before you leave. The lessee has to supply their own paper towels, toilet tissue, trash bags and cleaning supplies.
6. Should the facility not be left in the same state in which it was rented, and additional cleaning be required, the deposit of \$75.00 shall be forfeited.
7. Should any incident occur, where the police are called, the \$75.00 deposit shall not be refunded.

NO ALCOHOLIC BEVERAGES are allowed on premises.

NO STAPLES, NAILS, ETC., can be used on walls, floors, ceilings, etc., for affixing decorations of any kind.

NO REMOVAL OF PROPERTY from the Community Center premises.

NO ADMISSION OR COVER CHARGES of any form or type may be charges. **The Center is for non-profit use only.**

I, the undersigned lessee hereby agree to abide by the rules and regulations established by the City of Frisco City Council. The lessee also agrees to pay all fees and charges assessed above.

Signature of Lessee: _____ Date: ____/____/2004
Staff completing agreement: _____ Date: ____/____/2004

SHOULD YOU FIND THAT THE PREMISES WERE NOT LEFT CLEAN, CALL IMMEDIATELY AND LEAVE A MESSAGE AT (972)335-5517 Ext. 538. THIS WILL ENSURE THE FORFEITURES OF DEPOSIT BY THE PREVIOUS RENTERS TO COVER THE COST OF ADDITIONAL CLEANING WHICH MAY BE REQUIRED.